



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/4/2017	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS) Mohammed Cato (MC)	<b>RFA #17 – 03</b>
<b><u>Name of Person(s) Requesting Assistance:</u></b> [REDACTED]		
<b><u>Contact Numbers (telephone, e-mail, etc.):</u></b> [REDACTED] or [REDACTED];		
<b><u>Supervisor</u></b> [REDACTED] or [REDACTED]		
<b><u>Status of Person(s) Interviewed (title, position, student status, etc.):</u></b> WWU faculty in [REDACTED]		
<b><u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u></b> [REDACTED], Associate Professor [REDACTED] or cell: [REDACTED]		
Concerns related to faculty search committee meeting/search process.		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☒    Staff ☐    Student ☐  
 Concern Regarding:    Male ☐ Female ☒    Administrator ☐    Faculty ☒    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

<input type="checkbox"/> Age	<input checked="" type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> National Origin	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/4/2017	Bias/Discrimination/ Harassment Reporting esign form received from [REDACTED]	Regarding concerns related to faculty search committee meeting/search process. See Bias Incident Form in file.
2/5/2017	Second Bias/Discrimination/ Harassment Reporting esign form received from [REDACTED]	Also regarding concerns related to faculty search committee meeting/search process. See Bias Incident Form in file.
2/7/2017	SGS phone call with [REDACTED]	

2/8/2017	SGS and Mohammed Cato (MC) meeting with [REDACTED] and Chuck Lambert	See notes in file.
2/9/2017	SGS, MC meeting with [REDACTED]	See notes in file.
2/13/2017	SGS, MC meeting with [REDACTED] and Chuck Lambert	See notes in file.
2/14/2017	MC meeting with [REDACTED]	
2/21/2017	SGS, MC meeting with [REDACTED] and Chuck Lambert	
3/2/17	SGS phone call with [REDACTED]	
3/3/17	MC phone call with [REDACTED]	
3/3/17	Lynae Rickman confirming mediation / introductory meetings for following week	Lynae had separate telephone conversations with [REDACTED] and [REDACTED] to setup meetings for each of them the week of 3/6, as well as a mediation session for 3/8. Lynae followed up with emails confirming the meetings.
3/6/17	SGS and Mallory Sullivan Mediation introductory meeting with [REDACTED]	
3/7/17	SGS and MC Mediation introductory meeting with [REDACTED]	
3/8/17	SGS and MC Mediation session with [REDACTED] and [REDACTED]	
4/13/17	MC calls [REDACTED] and lets him know that EO recommends that he halt the search based on concerns about the search process	